



# **Land Development Manual**

## **Volume I, Chapter 1**

# **Project Submittal Requirements**

## **Section 6**

# **Policy Approvals**

**October 2, 2001**

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**[www.sandiego.gov/development-services](http://www.sandiego.gov/development-services)**



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## SECTION 6: POLICY APPROVALS

The following policy approvals require a public hearing to decide if the proposed new policy or amendment complies with state law and carries out the goals and policies of the City of San Diego.

### A. LAND USE PLANS/LOCAL COASTAL PROGRAM AMENDMENTS

Land Use Plans include any and all public documents that contain policies and specific proposals for future land use. The list of City documents classified as Land Use Plans includes, but is not limited to:

- The Progress Guide and General Plan
- Community Plans
- Specific Plans
- Precise Plans

Changes to any of these plans within the Coastal Overlay Zone is also a Local Coastal Program Amendment. The Policy Approvals' Submittal Matrix summarizes the submittal requirements for a Land Use Plan Amendment.

It is important to note that a proposed amendment to a Land Use Plan, such as a Community Plan Amendment involves two steps. Step One, is to initiate the amendment before the Planning Commission at a hearing. This step is fairly simple and does not require plans, Completeness Review, or a Public Notice Package. However, it is a very fundamentally important step and does require a Letter of Initiation detailing your proposed amendment. Depending on the nature of your proposal, staff may request additional information necessary to evaluate the potential impacts of any plan amendment on the fulfillment of citywide land use goals, during the initial review. The Planning Commission may approve the request to initiate if it determines that the application meets the "Criteria for Initiation of Amendments to Land Use Plans" (see Chapter 12, Article 2, Section 122.0104, of the Land Use Code).

Step Two, will require more detailed submittal information, including the Resolution of Initiation, as indicated by the Submittal Matrix. In most cases, a Land Use request (e.g., Community Plan Amendment) often involves or is associated with other types of permit requests such as, Development Permit(s), Tentative Map, and/or a Rezone. If this is the case, it is recommended that the whole project (all the permit types) be submitted at the start of Step Two. This submittal is subject to Completeness Review.

#### Land Development Manual Project Submittal Requirements

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits - Structures
Section 3	Construction Permits - Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
<b>Section 6</b>	<b>Policy Approvals</b>

**B. REZONINGS**

Rezoning involve any proposed change to the base zone or overlay zone of a property. A rezoning in the Coastal Overlay zone is also a Local Coastal Program Amendment. The Policy Approvals' Submittal Matrix summarizes the submittal requirements for a Rezoning.

**C. DEVELOPMENT AGREEMENTS**

Development Agreements provide a process to allow consideration of proposals for orderly and planned growth and development through the provision of certainty in the development approval process by the City, and through corresponding assurances by developers. Development agreements shall contain all of the provisions listed in the California Government Code including the specification of the party responsible for the cost of periodic review. See Land Development Chapter 12, Article 4, along with City Council Policy 600-37 for Development Agreement procedures. Development Agreements are a 2-step process, similar to Land Use Plan Amendments, which require initiation by the Planning Commission prior to City Council hearing.

**Submittal Requirements**

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

**Completeness Review Required**

With the exception of the Plan Amendment Initiation process, it is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as the completeness review. In most cases the completeness review for development permits/approvals will require submittal of one copy of all plans/documents as identified in the Submittal Requirements Matrix (except the Public Notice Package), along with a Completeness Review Submittal Fee (see Information Bulletin 503, "Fee Schedule for Development & Policy Approvals/Permits"). This is known as the Submitted Completeness Review. The Public Notice Package will not be required as part of the Submitted Completeness Review but will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via FAX, phone or US Mail whether the application is ready to be fully submitted or whether additional information/clarification is required. This review typically takes thirty (30) calendar days.

Where the Approval Type is italicized on the Submittal Requirements Matrix, the completeness review can be done while you wait. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees and your application is fully submitted. A Completeness Review Submittal Fee will not be required for these approval types.



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## Submittal Requirements Matrix Policy Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)				
See Minimum Submittal Requirements Checklist, Policy Approvals for detailed submittal requirements. Some documentation may be combined into single documents if the required information is clearly identified.	1.0 General Application Package	2.0 Policy Documents	3.0 Public Notice Package	4.0 Other Technical Studies	5.0 Fees & Deposits [503]
<b>LAND USE PLANS - ADOPTION OR AMENDMENT</b> (122.102) (122.0107)					
<i>Step One - Initiation</i>	1	2			1
<i>Step Two - Adoption / Amendment</i>		2	1	(2)	1
<b>LOCAL COASTAL PROGRAM AMENDMENTS</b> (122.0106)	1	1	1	(2)	1
<b>DEVELOPMENT AGREEMENTS</b> (124.0102)	1	1	1	(2)	1
<i>Step One - Initiation (Per Council Policy 600-37)</i>	1	2			1
<i>Step Two - Adoption</i>		2	1	(2)	1
<b>ZONING , REZONINGS &amp; PREZONING</b> ( 123.0102) (123.0111)	1	1	1	(2)	1
<b>DESIGNATION OF HISTORICAL RESOURCE</b> (123. 0202)	1	1	1	(2)	1

**LEGEND:** 1 = Number of Copies Required (#) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) (142.0402) = Land Development Code Sec. Reference [000] = Bulletin Reference No.

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## Minimum Submittal Requirements Checklist Policy Approvals

Project Address: \_\_\_\_\_ Project No. \_\_\_\_\_

1st Review By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Accepted ☐ Rejected

2nd Review By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Accepted ☐ Rejected

### ***Submittal Result Legend:***

*N/A = Not Applicable    Ø = Incomplete/Missing    ✓ = Meets requirements    TBD = To be determined during review*

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be accepted. Additional information or clarification may be required during the review process or prior to permit issuance.

Where the word “***conditional***” appears before the detail and the text is in italics, this information may be required as outlined. When a conditional document is required then all sub-item details listed below it are required. Where the “Result” column next to the detail is labeled “**Recommended**” the detail shown is provided as a suggestion for improving the speed of the review and is not required for all approvals and is not a “minimum” submittal requirement. However, these items may be a plan check correction item. All other detail is required unless not applicable to your project. Staff will review your documents against this checklist and note the status of each required document in the “Result” column using the symbols noted in the legend above.

Item #	Requirement	Result
<b>1.0</b>	<b>GENERAL APPLICATION PACKAGE</b>	
<b>1.1</b>	<b>General Application (DS-3032)</b> See instructions on back of application form for more detail.	
<b>1.2</b>	<b>Parcel Information Checklist (DS-302)</b> See instructions on the checklist for more detail.	
<b>1.3</b>	<b>Ownership Disclosure Statement (DS-318)</b> All applications for projects requiring discretionary action by a hearing body (i.e. Hearing Officer, Planning Commission, or City Council) must include a listing of all owners. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own the property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.	
<b>1.4</b>	<b>Proof of Ownership and Legal Lot Status</b> A copy of the Grant Deed or Vesting Deed is required to provide proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, the Grant Deed bearing a County Assessor’s Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed, must also be provided.	
<b>1.5</b>	<b>Assessor's Map Page</b> with property highlighted The Assessor’s Map Page is used to identify the proposed development as it relates to surrounding properties. The project location must be outlined on all copies using a bright-colored, high-lighting marker that will not obscure the print. The required size is 11" x 17".	

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Item #	Requirement	Result
1.6	<b>800:1 Scale Engineering Map</b> with property highlighted The 800:1 Scale Engineering Map is used to identify the proposed development as it relates to surrounding properties. The project location must be outlined on all copies using a bright-colored, high-lighting marker that will not obscure the print. The required size is 11" x 17". These map pages are available for purchase at the City of San Diego Records Center, located at 1222 First Avenue.	
<b>2.0</b>	<b>POLICY DOCUMENTS</b>	
<b>2.1</b>	<b>Land Use</b>	
2.1.1	<b>Step 1 - Letter of Initiation:</b> Provide a letter requesting the initiation to adopt or amend a Land Use Plan, which details the proposal of the changes. The method of initiation is detailed in the Land Development Code, Chapter 12, Article 2, Division 1, Sec. 122.0103. Your proposal requires initiation prior to proceeding to Step 2.	
2.1.2	<b>Step 2 - Land Use Document:</b> Provide a copy of the Resolution initiating your proposal and a <u>strikeout underline</u> of amendment text and plan change.	
<b>2.2</b>	<b>Local Coastal Program Amendment</b>	
2.2.1	<b>Letter of Request:</b> Provide a letter requesting the adoption or amendment of a Local Coastal Program and a detailed proposal of the changes.	
2.2.2	<b>Local Coastal Program Document:</b> <u>Strikeout underline</u> of amendment text and plan change.	
<b>2.3</b>	<b>Development Agreement</b>	
2.3.1	<b>Development Agreement Letter:</b> Provide in detail the proposal for the consideration.	
2.3.2	<b>Statement of Consent to Proceed:</b> See Land Development Code Section 124.0102(a).	
<b>2.4</b>	<b>Zoning, Rezoning and Prezoning</b>	
2.4.1	<b>Letter of Request:</b> Provide a letter when requesting the adoption of a zone, amending an existing zone, or proposing a prezone. The letter should detail the proposed request, including the existing zone and the proposed zone..	
2.4.2	<b>Zone/Rezone Exhibit:</b> Provide maps which graphically indicate the boundary of the proposed zone and existing surrounding zones.	
<b>2.5</b>	<b>Designation of Historical Resources</b>	
2.5.1	<b>Nomination:</b> See Land Development Code Section 123.0202 (a).	
2.5.2	<b>Public Notice to Owner:</b> See Land Development Code Section 123.0202 (b).	
2.5.3	<b>Historical Evaluation Report:</b> See Land Development Code Section 123.0202 (c ).	
<b>3.0</b>	<b>PUBLIC NOTICE PACKAGE</b> A public notice package is required for all discretionary actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information.	
<b>3.1</b>	<b>Mailing Labels</b> Provide owner and occupant mailing labels as follows: <b>1 set</b> for Process 2 decisions and Substantial Conformance Reviews in the Coastal Overlay Zone or where a prior development permit requires a Process 2 Substantial Conformance Review <b>2 sets</b> for Process 3 decisions <b>3 sets</b> for Process 4 and 5 decisions	

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Item #	Requirement	Result
3.2	<b>Assessors Map(s)</b> Provide assessors Map(s) with 300-foot noticing radius outlined	
3.3	<b>Address lists</b> Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
4.0	<b>OTHER TECHNICAL STUDIES</b> <i>These studies may or may not be required at the time of project submittal. Depending on the nature of your project, they may be required after the first review cycle.</i>	
4.1	<b>Drainage Study</b> <i>A drainage study includes determination of storm run-off (hydrology) and design and sizing of the storm drain facilities (hydraulics). A drainage study is also known as hydrology or hydraulic calculations, prepared by a registered civil engineer per the latest edition of the Drainage Design Manual. A design map(s) should be prepared for each drainage study.</i>	Recommended
4.2	<b>Water &amp; Sewer Studies</b> <i>Separate Water and Sewer Studies may be required when new mains are proposed and when connections are proposed to existing City mains. The water and sewer studies are prepared by a registered civil engineer, per the Water and Sewer Design Guides, and are reviewed for acceptance by the Water and Wastewater Review Sections. The studies must be separate and include drawings of all existing and proposed work and new/existing roadways. Calculations for determining water and/or sewer main sizes in regards to the designated zoning areas (i.e., commercial, residential) must also be included. Where proposed sewer mains are deeper than 12 feet, a soils analysis is also required</i>	
4.3	<b>Traffic Study</b> <i>A traffic study may be required if any intersection or roadway segment affected by a project would operate at a Level of Service E or F under either direct or cumulative conditions. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999.</i>	
4.4	<b>Noise Study/Report</b> <i>A noise study may be required if the proposed project produces or would be subject to noise level exceeding 65 dB CNEL at exterior aread or 45dB CNEL for interior areas. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999 and the City of San Diego Acoustical Report Guidelines</i>	
4.5	<b>Biological Survey/Report</b> <i>If biological resources are present on your site, a survey must be conducted to determine the nature and extent of the biological resources. The survey/report should identify the number and extent of each type of biological resource found on the site. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999, City of San Diego Guidelines for Conducting Biological Surveys, October 1998, and the Land Development Manual Biology Guidelines, January 2000.</i>	Recommended
4.6	<b>Historical Survey/Archaeological Report</b> <i>If historical resources are present on your site, a historical survey may be required to determine the nature and extent of the historical resources. For more information, see the City of San Diego Historical Resources Guidelines, adopted September 28, 1999, amended June 6, 2000 by Resolution No. R-293254-3.</i>	

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Item #	Requirement	Result
5.0	<p><b>FEES [See Information Bulletin 503]</b></p> <p>Checks must be made payable to the “City Treasurer” in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.</p>	

**Comments:**

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